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| Name position: | Financial Institutional Capacity Builder (CVA) |
| Reports to: | Project Manager |
| Duty station: | Yangon |
| Post Date: | 24/6/2024 |
| Contract duration: | 1 July – 30 November 2024 (renewable based on funding and performance) |
| Position start: | ASAP |

(Interviews will be held on a rolling basis; the position may be filled before the deadline)

Purpose of the position

ZOA is increasingly working closer with National NGOs. ZOA is committed to working together with these partners to deliver services and to maintain financial transparency. The position of Financial Institutional capacity builder is working and assisting partners to deliver services towards the target group and to work with partners to improve the financial systems and processes.

Main activities

Tasks, Responsibilities, Results

Financial capacity assessment

1. Conduct financial capacity assessments of partner organizations
2. Conduct audits with partner organizations

Capacity building

1. Develop and implement capacity-building plans with partners based on capacity assessments and audits
2. Assisting and knowledge sharing about cash and voucher assistance to partner organization

Monitoring and reporting

1. Monitor the progress of partners regarding the implementation of the project
2. Monitor the progress of partners regarding the development of their capacity
3. Report to the project manager regarding financial capacity development

Required qualifications:

- Master/Bachelor degree in Accounting, Commerce, Business Administration or another relevant subject
- 5 years of experience in financial auditing and financial capacity assessments
- 5 years experience in capacity building of local NGOs



Vacancy announcement

Financial Institutional Capacity Builder

- Experience with M&E is an advantage
- Experience of working in INGO and managing local partners are essential.
- Good interpersonal and communication skills
- Flexible, reliable and trustworthy
- Good working knowledge of English (verbal and written).

Please send CV and cover letter in English, and three references by email to recruitment.cdn@zoa.ngo (please include the job title in the subject line)

The closing date for applications is **5 July 2024 at 17:00 pm**. Only short-listed candidates will be contacted. Interviews will be held on a rolling basis.